

PROCEDURE 1310.28  
Issued: October 5, 2001  
Effective Date: June 1, 2000

**SUBJECT:** Electronic Receipts Authorization Software

**APPLICATION:** Executive Branch Departments and Sub-units.

**PURPOSE:** To provide a single standard for interaction with the State's electronic commerce applications and the State's Credit Card processor to reliably obtain and return electronic receipt approvals responses.

**CONTACT AGENCY:** Department of Information Technology (DIT), Office of Strategic Policy and Michigan Department of Treasury, Receipts Processing Division.

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**SUMMARY:**

When State operating units (OU) have electronic commerce service applications that allow electronic receipt of credit card transactions (Visa, Master Card, and Discover), the electronic receipts approval requests will be routed to the Centralized Electronic Payments Authorization System (CEPAS) for approval or disapproval by the State's Credit Card Processor. CEPAS is a State of Michigan developed electronic payment approval software component and connection mechanism to route credit card receipts to the State's Credit Card Processor. During the development of CEPAS, an interim software product will be designated jointly by the Department of Information Technology, Research and Policy and Michigan Department of Treasury, Receipts Processing Division.

Any acquisition or implementation of an alternative electronic receipt approval process will be coordinated with the Department of Information Technology, Research and Policy and Michigan Department of Treasury, Receipts Processing Division. The Department of Information Technology, Research and Policy will have responsibility for the technical assessment of the compatibility of any proposed alternatives to CEPAS. The Department of Treasury, Receipts Processing Division is responsible for the contract administration of the State's Credit Card processor contract and coordination of State OUs' utilization of that contract.

**BACKGROUND:**

As State OU's make services accessible through the Internet, credit card authorization and settlement have become a necessary payment provision component. Instead of multiple agencies developing this component in isolation, a single component will be available to all agencies as part of the State's electronic commerce initiative.

The applicable standard for electronic receipt processing is ISO/8583 (Administrative Guide procedure 1310.27), commonly known as the VISA Standard.

APPLICABLE FORMS: Michigan Department of Treasury, Credit Card Pre-Enrollment Information Form.

PROCEDURES: Contact the Receipts Processing Credit Card Coordinator within the Department of Treasury to obtain the Credit Card Pre-Enrollment Information form.

Maintenance:

DMB: Acquisition Services shall not approve any acquisition or purchase request without confirmation from the Department of Information Technology, Office of Research and Policy that such request is in compliance with the standard.

Operating Unit (OU): Any and all projects, consulting requests, equipment and software acquisition requests, or ITB's relating to electronic receipt processing will be subject to review for compliance with this standard by the following:

- Receipts Processing Division, Department of Treasury
- Department of Information Technology

DIT: The Office of Strategic Policy will review this standard on a continuing basis and make recommendations for changes. An appropriate group of staff, representing a wide-range of State Operational Units, will review and possibly revise these standards and guidelines as often as needed.

Exceptions from this standard for reasons other than those outlined above will be made through the exception handling process described in the Exception Process Template.

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